

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Videotape Showing of Arrival Ceremony

Proposed EB No. 1017: for Beirut Victims

FROM:

7D-18 Hqs.

EO/DDA

EXTENSION

NO.

DDA 83-1104

DATE

25 April 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. P&PD
Attn: []

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1 - Please have the attached Employee Bulletin published on salmon stock (8 1/2 x 11) as soon as possible. Distribution is standard to ALL EMPLOYEES.

RCD/OIS will forward the requisition directly to your office.

If there are any questions, please call [].
Thanks for your assistance.

REQUISITION NO. 202-256-83

Please overlay banner.

Distribution:

0 - P&PD

1 - C/RCD

1 - DDA Subj

1 - EO Chrono

EO/DDA/ba(25Apr83)

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EB No. 1017

25 April 1983

VIDEOTAPE SHOWING OF ARRIVAL CEREMONY FOR BEIRUT VICTIMS

1. The victims of the explosion at the American Embassy in Beirut were honored by a ceremony held at Andrews Air Force Base on Saturday, 23 April 1983. Many employees were not able to attend this ceremony and special arrangements have been made to show the Cable News Network coverage in the Headquarters Auditorium.

2. This videotape will be shown on:

Thursday, 28 April

Friday, 29 April

The doors of the Auditorium will be opened at 11:45 and the showing will begin at noon. Seating will be on a first come basis. The videotape runs about 30 minutes.

DISTRIBUTION: ALL EMPLOYEES

Administrative - Internal Use Only**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)**FROM:** James N. Glerum
Director of Personnel
5E-58 Headquarters**EXTENSION****NO.****DATE****TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. Deputy Director for
Administration
7D-24 Headquarters

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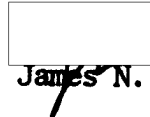
12.

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Arrangements have been made for Auditorium showings of the Cable News coverage of the Andrews AFB arrival ceremony for the Beirut victims. Please have the attached Employee Bulletin published and distributed on an expedite basis.


 James N. Glerum

Attachment

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